

DEPARTMENT OF TRANSPORTATION  
PROFESSIONAL SERVICES MANAGEMENT UNIT  
REQUEST FOR LETTERS OF INTEREST

**THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR MANAGEMENT OF THE OUTDOOR ADVERTISING PROGRAM**

The primary firm shall be Pre-qualified to perform Roadway Construction Engineering and Inspection (work code 00195).

The work will involve updating and maintaining ODA sign inventories, reviewing ODA applications, overseeing selective vegetation removal applications, investigating sign revocations, corresponding with industry representatives and NCDOT personnel. This work requires a thorough knowledge of Federal and State Outdoor Advertising laws, rules, and policies.

The Department is requesting six (6) Regional Advanced Technicians. The Department reserves the right to utilize all or part of recommended personnel. The Essential Functions for Advance Technician (TT V and TT VI) are as follows:

Technical

Maintains annual sign inventory, tracks conforming and non-conforming signs ensuring no modifications to non-conforming signs and addressing blank, dilapidated, and destroyed signs.

Plans and coordinates field visits to sign site locations where permit has been denied or revoked, actively investigates all illegal activities to include; illegal sign modifications, illegal destruction of vegetation, sign location and relocation procedures, and variable message board modification.

Represents the Department as the Outdoor Advertising liaison with the Federal Highway Administration's Realty Officer assisting with field investigations and consulting on policy interpretation as required.

Coordinates with NCDOT Right-of-Way agents in regard to sign locations on active/proposed construction projects.

Is familiar with zoning regulations and ordinances for counties and municipalities within assigned area.

Processes selective vegetation removal permit applications. Coordinates efforts with Roadside Environmental Engineers and Technicians, who will ensure permit compliance by providing on-site field investigations and inspection of selective vegetation removal permit

sites and replantings and assist with review of illegal cuttings and proposed outdoor advertising locations.

#### Communication

Reviews and investigates sign industry appeals for denials or revocations of signs.

Collaborates with Attorney General's staff for legal consultation on matters involving appeals and legal issues related to outdoor advertising.

Composes and distributes letters within established time frames in communicating with industry representatives.

Responds to inquiries either orally or in writing and provides direction to ODA industry representatives, local governments, FHWA, and the general public, concerning the ODA program.

#### Administration

Manages the ODA program in accordance with federal regulations, NC General Statutes, and the NC Administrative Code. Maintains files, records, and reports in order to maintain consistency and provide information as needed.

Coordinates with the Fiscal unit to ensure sign permit invoices are paid and current. Follows up with industry on permits that are not renewed within established time frames.

Develops reports for internal and external use in conjunction with SAP staff to monitor various aspects of the program. This requires knowledge of SAP codes for ODA administration.

Compile and develop quarterly report for the Department of Commerce as required by General Statute. This report is utilized to monitor the permit process for tax revenue purposes on the number of permits issued in each quarter.

The technicians performing management of the Outdoor Advertising Program must meet the following qualifications:

1. Engineering Technician Level (Advanced)
2. Possess good engineering judgment.
3. Possess the ability to communicate effectively both orally and in writing.
4. Outdoor Advertising experience preferred, program management and inspection is required.
5. Ability to read and interpret Outdoor Advertising Manual, along with applicable General Statutes, North Carolina Administrative Codes, and NCDOT policies.

6. Ability to operate a computer and be familiar with basic Windows 2010 functions and applicable SAP applications.
7. Ability to maintain files and documentation related to regulated ODA signs.
8. Ability to traverse steep grades and uneven terrain in order to inspect signs.
9. License to operate a vehicle in North Carolina.
10. Work station will be in one of the Divisions in regional area, as designated on the organization chart (Attached).

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

#### SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

#### PREQUALIFICATION

The Department maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and

financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm has submitted or updated this data since July 1, 2011, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your letter of interest. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm has not submitted or updated this data since July 1, 2011, please submit the new data to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

## EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this work will be based on the following considerations and their respective weights:

1. Firm's understanding, experience, knowledge, and familiarity with Federal and State laws, rules, and regulations related to Outdoor Advertising in North Carolina. 35%
2. The experience of firm's staff to perform the type of work required as described in the job duties for Engineering Supervisor and Advanced Technician (TT V and/or TT VI). 65%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file**: [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for Management of Outdoor Advertising Program."

If an interested firm does not have an FTS account they should send a request through e-mail to [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

### Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

### Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel and their role (team leaders);
- Unique qualifications of key personnel;
- Understanding of project approach; and
- Any innovative approaches to be used.

**Note:** If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately and must approve changes.

### **Section III - Supportive Information**

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

### **APPENDICES-**

#### **CONSULTANT CERTIFICATION Form RS-2**

**Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.**

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)

Complete and **sign** each Form RS-2 (instructions are listed on the form).

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private engineering firms are invited to have letters of interest for furnishing services for Management for Outdoor Advertising Program “**FTS-ed**” to the Professional Services Management Unit by **12:00 p.m. on March 20, 2012**. **Letters of interest received after this deadline will not be considered.**

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if they are sent by any means other than NCDOT’s FTS system, or to any address other than [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) they will be disqualified. No exception will be granted.**

The e-mail address for FTS submittal is:

[psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov)

Any questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at [sblevins@ncdot.gov](mailto:sblevins@ncdot.gov) or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **April 18, 2012**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at

[http://www.ncdot.org/doh/preconstruct/highway/roadway/eng\\_coord/selection\\_comm/current.html](http://www.ncdot.org/doh/preconstruct/highway/roadway/eng_coord/selection_comm/current.html) by **April 19, 2012**.

